



Earth Sciences Division

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TO: FILE

FROM: Bo Bodvarsson
Earth Sciences Division, Director

DATE: January 26, 2004

RE: Travel Procedures

Effective immediately all requests for travel (e.g. travel authorization) must be signed by the appropriate Program Head BEFORE the trip occurs. In the event that the appropriate Program Head is unavailable for signature, the ESD Division Director, Bo Bodvarsson, must approve all travel requests.

Only after approval has been obtained, traveler may proceed with travel arrangements. All requests for reimbursement of travel expenses must also be signed and approved by the appropriate Program Head or the Division Director.

ESD PROGRAM HEADS:

Climate Change and Carbon Management – Margaret Torn
Energy Resources – Mike Hoversten
Environmental Remediation Technology – Susan Hubbard
Fundamental and Exploratory Research – Ernie Majer
Nuclear Waste – Bo Bodvarsson

Cc: Travel Office
Maryann Villavert
Nina Lucido
Grace Miller
Marie Butson

GCB:ncl